



South Central Region TRAINING OPPORTUNITY



COURSE TITLE	Setting Basic Pay
VENDOR	DoD CPMS Field Advisory Services
TARGET AUDIENCE	SC Region CPAC and CPOC Personnelists who have a need to become knowledgeable in pay setting procedures or who need to refresh their skills.
DATES	Session One: 12 – 13 January 2004 Session Two: 14 – 15 January 2004
LENGTH	2 days
START/END TIMES	8:00 - 4:00
LOCATION	Building 5304, Room 4347 Redstone Arsenal, AL
COST	No tuition
REGISTRATION DEADLINE	5 December 2003
COURSE MANAGER	Heidi Collier
	Phone: 256-842-6554, DSN 788 Email: heidi.collier@us.army.mil

COURSE DESCRIPTION

This course is designed for personnel clerks, assistants, and specialists with limited pay setting experience. Topics covered include determining pay entitlements for basic straight-forward and uncomplicated promotions, reassignments, change to lower grade, transfers, WIGI's, and grade and pay retention.

PREREQUISITES

None

TRAINING METHOD(S)

Lectures, class discussions and “hands-on” exercises

SPECIAL NOTES

Students must bring a calculator to class.

Travel and per diem expenses of participants from outside the local area must be coordinated with the SC CHR budget point of contact, Sue Bolding. Maps and hotel information will be provided upon request.

ENROLLMENT

Supervisors must nominate individuals from their organization by sending an email message to the course manager.

DISCLAIMER

Participants may be excused from portions of any training program that they feel conflicts with their religious beliefs or creates high levels of emotional response or psychological stress. Individuals that require special accommodations should contact the course manager listed above.

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